

**Four Corners Air Quality Task Force  
Work Group Breakout Instructions  
Wednesday, Feb. 8, 2006**

The five Task Force Work Groups will meet concurrently for 90 minutes. Each work group has a coordinator that will assist with facilitation. The coordinator will make the report back to the full group at the session end on the items noted below. (5-7 minutes for each workgroup, so just highlights please!)

A note-taker for the session has been established to record decisions and actions of the group. The Work Group Coordinator will make sure notes are given to Rebecca at the end of the session so they can be included in the Meeting Record.

To ensure that all agenda items are addressed, please follow the steps listed below. (Please note time estimates for each item.)

- 1) Work Group Coordinator convene session: do quick introductions and send around sign-in sheet (Name, Affiliation and Email address) – 10 minutes
- 2) Review Work Group's Charter to ensure that everyone understands the role and task of the group. Record any suggested changes/clarifications; report back only on substantive changes. – 20 minutes
- 3) Discuss Task Force Guiding Principles. Using the draft guiding principles as a starting point, discuss, edit, delete or brainstorm new ones. Record all work and report back to full group. Results from all groups will be merged after the meeting and posted for review. – 20 minutes
- 4) Discuss Work Schedule. Each work group will convene via conference call between quarterly meetings to continue work and develop products. Establish a conf call schedule for the group (one hour-long call per month is recommended). Toll free lines will be set up for all calls – and every attempt will be made to avoid cross-over between work group calls so that all Task Force members may participate in any work group calls they choose. The schedule you develop should be included in your session notes (no need for Coordinator to report back on this as we will synch schedules later). It is recommended that you identify a topic for your first call. – 15 minutes
- 5) Other meeting sites: discuss if other meeting sites of the Task Force quarterly meetings are desirable. If so, where. Also, discuss if this meeting timeframe is preferred or if there are other desirable times. Report back so we can compare with what other groups think. A meeting schedule will be created to accommodate the group's decision. – 10 minutes
- 6) Other Issues and Next Steps: identify and discuss any other issues/questions related to your work group, and discuss what your major next steps are. Include in your notes. Report back on any that are substantive. – 15 minutes